

SECRET

27 June 1972

CHARTER  
OFFICE OF RESEARCH AND DEVELOPMENT  
CAREER SERVICE PANEL

1. GENERAL

This notice outlines the organization and general responsibilities of the Office of Research and Development Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

- (1) Ex Officio Member  
Director
- (2) Chairman  
Deputy Director/ORD
- (3) Permanent Members  
Division Chiefs
- (4) Deputy Division Chiefs will serve in a rotating membership position for 3 months duration each. (Two Deputy Chiefs will serve simultaneously.) For promotion actions, no more than one vote per division will be allowed.
- (5) Executive Secretary  
Administrative Officer (non-voting)
- (6) Recording Secretary (non-voting)

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b. Meetings will be held on the first Monday of each month and at the call of the Chairman. Two-thirds of the permanent members will constitute a quorum. The Chairman will designate a member to serve in his absence.

c. The minutes of the CSP meetings will be recorded and distributed "Eyes Only" to CSP members. A summary of the CSP activities will be disseminated every six months to all office personnel.

d. All matters for consideration by the CSP will be submitted to the Chairman by the Wednesday preceding the Monday on which the CSP meets.

### 3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the Director of Research and Development on career management matters, to monitor the application and functions of the CIA personnel program as it applies to personnel with "R" Career Designations, and to advise the Director on actions for other than "R" Career Service personnel.

### 4. FUNCTIONS

a. The ORD Career Service Panel, as an advisory group to the D/ORD, will monitor the career management program of the Office and advise him in the following matters:

(1) Implementation of Agency and S&T Career Service Board personnel programs;

(2) The policies and procedures for office career development, position assignment, promotion and training.

b. The ORD Career Service Panel will conduct a competitive evaluation and rate all personnel through grade 14, as required.

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c. The ORD Career Service Panel will review and make recommendations to the D/ORD. All recommendations will be a matter of consensus by vote. Voting will be by a show of hands, by proxy in writing, or by paired vote. The Panel will make recommendations in the following areas:

(1) Selection of individuals for Career Employee status;

(2) Requests for promotion to grades 9 through 14\* in accordance with

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(3) Requests for all external training in excess of two weeks and costing \$500 or more;

(4) Requests for internal training of more than 160 hours;

(5) Recommendations regarding probational professional employees.

d. The ORD Career Service Panel will perform such other functions as may be directed by the Director, ORD.

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Director of Research and Development

\*Secretarial and other support personnel below GS-9 shall be reviewed by a Special Administrative Panel.

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